



## DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND  
WASHINGTON NAVY YARD  
1322 PATTERSON AVENUE SE SUITE 1000  
WASHINGTON DC 20374-5065

NAVFACINST 1610.1A

FAC SR

1 December 2000

### NAVFAC INSTRUCTION 1610.1A

From: Commander, Naval Facilities Engineering Command

Subj: DESIGNATION OF DELEGATED REPORTING SENIORS AND PROCESSING  
PROCEDURES FOR PERFORMANCE EVALUATION AND COUNSELING  
REPORTS

Ref: (a) BUPERSINST 1610.10

Encl: (1) Reporting Senior Matrix

1. Purpose. To designate delegated reporting seniors for the preparation and submission of fitness reports and evaluation reports for active and inactive reserve personnel.

2. Background. NAVFACINST 1610.1 did not address reporting senior requirements for selected reservists assigned to NAVFACENGCOMHQ staff or reflect that enlisted personnel are assigned outside the Contingency Engineering Group (CEG). Minor revisions have also been made to mid-term counseling procedures.

3. Action. Enclosure (1) identifies delegated reporting seniors and mid-term counseling responsibilities within NAVFACENGCOMHQ.

4. Cancellation. NAVFACINST 1610.1

5. Reference (a) provides detailed procedures and responsibilities for administration of the Navy performance evaluation and counseling system.

  
M. R. JOHNSON

Distribution:

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# FITREP/EVAL REPORTING SENIOR MATRIX FOR ACTIVE DUTY PERSONNEL

RANK	REPORTING SENIOR
CAPT	CHIEF
CDR	VICE CHIEF
OOB/OOA	CHIEF
LCDR	VICE CHIEF
LT	VICE CHIEF
LTJG	VICE CHIEF
ENS	VICE CHIEF
E9 & Below	Division Director

# FITREP/EVAL REPORTING SENIOR MATRIX FOR SELECTED RESERVE PERSONNEL

RANK	REPORTING SENIOR
CAPT	CEG (as NAVFAC RESCOMP CDR)
CDR	CO NR NAVFAC HQ 89778
EA	CEG
LCDR	CO NR NAVFAC HQ 89778
LT	CO NR NAVFAC HQ 89778
LTJG	CO NR NAVFAC HQ 89778
ENS	CO NR NAVFAC HQ 89778
E9 & Below	Division Director

- ADSW or 3yr recall FITREP/EVAL will be signed by the reporting senior for active duty personnel.
- Mid-term counseling responsibilities will be the same as reporting senior responsibilities with the exception of active duty officers at the rank of Commander and below. Mid-term counseling for active duty officers at the rank of Commander and below will be the Group Captain assigned responsibility over that Division or Directorate. Copies of counseling reports for active duty officers at the rank of Commander and below will be provided to the Vice Commander's office.
- The Commander, Naval Facilities Engineering Command will submit fitness reports for the incumbents of Commander/Commanding Officer billets of all Naval Facilities Engineering Command echelon three commands or components.

Enclosure (1)